



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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**DIVISION MEMORANDUM**

No. 100 s. 2022

**SUBMISSION OF REQUEST FOR FUNDS FOR SURVEY, PROCESSING OF  
TRANSFER OF TITLE AND/OR REGISTRATION OF SCHOOL LOTS THRU SPECIAL PATENTS**

**TO:** Heads of Public Elementary and Secondary Schools  
All other Concerned

1. In preparation of the FY 2022 Fund Allocation for school sites titling which will be downloaded to Schools Division Offices, all concerned are directed to submit request for survey, titling of school sites and registration of special patents with the Registry of Deeds, this is relative to Regional Memorandum No. 181, s.2022.
2. School Heads are advised to include in the request the amount to be incurred in the transfer of title, survey costs and the fees to be paid for the registration of approved special patents.
3. Likewise, coordination with the RoD, DENR-CENRO and DENR-PENRO is encouraged to find out the requirements and to get the amount to be incurred for fund allocation.
4. Request should be submitted on or before March 30, 2022.
5. For clarification, please visit the Legal Unit.

**ZENIA G. MOSTOLES, Ed.D., CESO V**  
Schools Division Superintendent



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Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

DepEd-SDO of Bulacan Office of the SDS

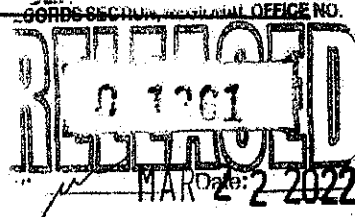
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Time: \_\_\_\_\_

REGIONAL MEMORANDUM

NO. — 181 —, S. 2022

TO : SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED



**SUBMISSION OF REQUESTS FOR FUNDS FOR THE SURVEY, TITLING  
OF SCHOOL SITES, AND REGISTRATION OF SPECIAL PATENTS WITH  
THE REGISTRY OF DEEDS**

1. In preparation of the downloading of funds for FY2022 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, requests for funds by SDOs must be submitted through this Office (RO) to the Office of the Assistant Secretary for Legal Affairs.
2. The SDOs are advised that their respective requests should be ready for implementation in FY2022. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (DENR-PENRO) that are transmitted to the Register of Deeds (RoD) for registration.
3. The SDOs are also advised to undertake the following initial actions before submitting the requests:
  - 3.1. Coordinate with the RoD within their area to find out the requirements and costs for the transfer of title to determine the amount to be requested for the transfer of title;
  - 3.2. Coordinate with the DENR-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and
  - 3.3. Coordinate with the DENR-PENRO for the list of approved special patents issued to public school sites that have been transmitted to RoD for registration, and confirm the list from the latter with a request on the corresponding amount to be paid for registration.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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4. Kindly take note that the funds to be requested by the SDOs shall cover only the titling and surveying costs, and the fees to be paid for the registration of approved special patents, excluding other incidental expenses.
5. Attached hereto is a Memorandum dated March 15, 2022 from the Sites Titling Office along with its annexes which shall serve as the template to be used by the SDOs in the submission of their requests for fund allocation for the survey, titling of school sites, and registration of special patents. Also attached is the data of untitled school sites as of March 2022.
6. For information and appropriate action.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Encls.: As stated



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**Republic of the Philippines**  
**Department of Education**  
**Office of the Assistant Secretary for Legal Affairs**

**Sites Titling Office**

**MEMORANDUM**

**TO : ALL REGIONAL DIRECTORS**

**ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS**

**SUBJECT : SUBMISSION OF REQUESTS FOR FUNDS FOR THE  
SURVEY, TITLING OF SCHOOL SITES, AND  
REGISTRATION OF SPECIAL PATENTS  
WITH THE REGISTRY OF DEEDS**

**DATE : March 15, 2022**

In preparation of the downloading of funds for FY2022 for survey, titling of school sites, and registration of special patents, and in order for the Sites Titling Office (STO) to prioritize properly and determine the amount that will be downloaded to SDOs, request for funds by SDOs must be submitted through their respective regional offices (ROs) to the Office of the Assistant Secretary for Legal Affairs, attention STO **on or before March 31, 2022.**

The SDOs are advised that their respective requests should be ready for implementation in FY 2022. Thus, the SDOs are directed to go over public elementary and secondary school sites within its area of jurisdiction needing survey and titling, and those school sites with approved special patents by DENR-Provincial Environment and Natural Resources Office (PENRO) that are transmitted to the Register of Deeds (RoD) for registration. The SDOs are likewise advised to undertake the following initial actions before submitting requests:

1. Coordinate with the RoD within their area to find out the requirements and the cost for the transfer of title to determine the amount to be requested for transfer of title;
2. Coordinate with the Department of Environment and Natural Resources-Community Environment and Natural Resources Office (DENR-CENRO) to find out the requirements and the cost for the conduct of survey of the school site concerned. If DENR-CENRO cannot conduct the survey, the SDOs are advised to inquire with a geodetic engineer on the estimate amount of survey; and



## Data of Untitled School Sites (As of March 2022)

Regions	Deed of Donation	Tax Declaration	Deed of Sale	Presidential Proclamation	Total
Region I	348	829	58	1	1,236
Region II	349	627	31	47	1,054
Region III	418	423	29	14	884
Region IV-A	432	306	42	6	786
Region IV-B	362	492	27	8	889
Region V	914	1,031	67	1	2,013
Region VI	605	464	19	2	1,090
Region VII	736	526	17	0	1,279
Region VIII	544	827	35	1	1,407
Region IX	603	331	14	6	954
Region X	364	583	18	11	976
Region XI	281	121	5	38	445
Region XII	590	256	8	31	885
CARAGA	435	581	14	9	1,039
CAR	756	201	21	39	1,017
NCR	12	71	2	7	92
<b>Total</b>	<b>7,749</b>	<b>7,669</b>	<b>407</b>	<b>221</b>	